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RCFE Specialty Tool: *Staffing Domain*

The RCFE Specialty Tool for the **Staffing Domain** provides state licensing requirements in statute & regulations that are related to staffing levels and staff qualifications. *This does not include requirements related to staff training, which is covered in a separate tool.*

This Specialty Tool is intended to be used during a Comprehensive Visit in situations where non-compliance with staffing requirements have been identified. This Tool will also be helpful in complaint visits, or other visits when LPAs need a full-scope reference on a single Domain. This tool would be useful to licensees to self-determine compliance with requirements.

Requirement	Citation
General Staffing Requirements	
Sufficient Staff H&S §1569.618(c) The facility shall employ, and the administrator shall schedule, a sufficient number of staff members to do all of the following: <ul style="list-style-type: none"> (1) Provide the care required in each resident’s written record of care as described in Section 1569.80. (2) Ensure the health, safety, comfort, and supervision of the residents. (3) Ensure that at least one staff member who has cardiopulmonary resuscitation (CPR) training and first aid training is on duty and on the premises at all times. This paragraph shall not be construed to require staff to provide CPR. (4) Ensure that the facility is clean, safe, sanitary, and in good repair at all times. 	H&S §1569.618(c)(1)-(4)
Sufficient to Meet Resident Needs T-22, §87411(a) Facility personnel shall at all times be sufficient in numbers, and competent to provide the services necessary to meet resident needs. In facilities licensed for sixteen or more, sufficient support staff shall be employed to ensure provision of personal assistance and care as required in Section 87608, Postural Supports. Additional staff shall be employed as necessary to perform office work, cooking, house cleaning, laundering, and maintenance of buildings, equipment and grounds. The licensing agency may require any facility to provide additional staff whenever it determines through documentation that the needs of the particular residents, the extent of services provided, or the physical arrangements of the facility require such additional staff for the provision of adequate services.	T-22, §87411(a)
Staff Coverage T-22, §87413(a) In each facility: <ul style="list-style-type: none"> (1) When regular staff members are absent, there shall be coverage by personnel with qualifications adequate to perform the assigned tasks. (2) Care and supervision of residents shall be provided without physical or verbal abuse, exploitation or prejudice. (3) The licensee shall provide for and encourage all personnel to report observations or evidence of such abuse, exploitation or prejudice. 	T-22, §87413(a)-(b)

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<p>(b) If the facility is licensed for sixteen (16) persons or more, there shall be a dated weekly employee time schedule displayed conveniently for employee reference. The schedule shall contain employee's name, job title, hours of work, and days off.</p>	
<p>Staff Supervision T-22, §87411(b) All persons who supervise employees or who supervise or care for residents shall be at least eighteen (18) years of age.</p>	<p>T-22, §87411(b)</p>
<p>Night Supervision T-22, §87415(a) The following persons providing night supervision from 10:00 p.m. to 6:00 a.m. shall be familiar with the facility's planned emergency procedures, shall be trained in first aid as required in Section 87465, Incidental Medical and Dental Care Services, and shall be available as indicated below to assist in caring for residents in the event of an emergency:</p> <ul style="list-style-type: none"> (1) In facilities caring for less than sixteen (16) residents, there shall be a qualified person on call on the premises. (2) In facilities caring for sixteen (16) to one hundred (100) residents at least one employee shall be on duty on the premises, and awake. Another employee shall be on call, and capable of responding within ten minutes. (3) In facilities caring for one hundred one (101) to two hundred (200) residents, one employee shall be on call, on the premises; one employee shall be on duty on the premises and awake; and one employee shall be on call and capable of responding within 10 minutes. (4) Every additional 100 residents, or fraction thereof, shall require an additional one (1) staff person on duty, on the premises and awake. (5) In facilities required to have a signal system, specified in Section 87303, Maintenance and Operation, at least one night staff person shall be located to enable immediate response to the signal system. If the signal system is visual only, that person shall be awake. (6) The requirements of this section shall not prohibit compliance with additional supervisory requirements required by the State Fire Marshal. 	<p>T-22, §87415(a)(1)-(6)</p>
<p>Prohibition from using Residents for Required Staff T-22, §87411(i) Residents shall not be used as substitutes for required staff but may, as a voluntary part of their program of activities, participate in household duties and other tasks suited to the resident's needs and abilities.</p>	<p>T-22, §87411(i)</p>
<p>Administrator/Administrator Substitute Staffing Requirements</p>	
<p>H&S §1569.618(a) The administrator designated by the licensee pursuant to paragraph (11) of subdivision (a) of Section 1569.15 shall be present at the facility during normal working hours. A facility manager designated by the licensee with notice to the department, shall be responsible for the operation of the facility when the administrator is temporarily absent from the facility.</p> <p>(b) At least one administrator, facility manager, or designated substitute who is at least 21 years of age and has qualifications adequate to be responsible and accountable for the management and administration of the facility pursuant to Title 22 of the California Code of Regulations shall be on the premises 24 hours per day. The designated substitute may be a direct care staff member who shall not be required to meet the educational, certification, or training requirements of an administrator. The designated substitute shall meet qualifications that include, but are not limited to, all of the following:</p> <ul style="list-style-type: none"> (1) Knowledge of the requirements for providing care and supervision appropriate to each resident of the facility. (2) Familiarity with the facility's planned emergency procedures. 	<p>H&S §1569.618(a)-(b)</p>

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(3) Training to effectively interact with emergency personnel in the event of an emergency call, including an ability to provide a resident's medical records to emergency responders.	
Food Services	
<p>T-22, §87555(b) The following food service requirements shall apply:</p> <p>(15) All persons engaged in food preparation and service shall observe personal hygiene and food services sanitation practices which protect the food from contamination.</p> <p>(16) In facilities licensed for sixteen (16) to forty-nine (49) residents, one person shall be designated who has primary responsibility for food planning, preparation and service. This person shall be provided with appropriate training.</p> <p>(17) In facilities licensed for fifty (50) or more, and providing three (3) meals per day, a full-time employee qualified by formal training or experience shall be responsible for the operation of the food service. If this person is not a nutritionist, a dietitian, or a home economist, provision shall be made for regular consultation from a person so qualified. The consultation services shall be provided at appropriate times, during at least one meal. A written record of the frequency, nature and duration of the consultant's visits shall be secured from the consultant and kept on file in the facility.</p> <p>(18) Sufficient food service personnel shall be employed, trained and their working hours scheduled to meet the needs of residents.</p>	T-22, §87555(b)(15)-(18)
Activities Program Director	
<p>T-22, §87219(e) In facilities licensed for sixteen (16) to forty-nine (49) persons, one staff member, designated by the administrator, shall have primary responsibility for the organization, conduct and evaluation of planned activities. This person shall have had at least six (6) month's experience in providing planned activities or have completed or be enrolled in an appropriate education or training program.</p> <p>(f) In facilities licensed for fifty (50) persons or more, one staff member shall have full-time responsibility to organize, conduct and evaluate planned activities, and shall be given such staff assistance as necessary in order for all residents to participate in accordance with their interests and abilities. The program of activities shall be written, planned in advance, kept up-to-date, and made available to all residents. The responsible employee shall have had at least one year of experience in conducting group activities and be knowledgeable in evaluating resident needs, supervising other employees, and in training volunteers.</p> <p>(1) An exception to this requirement may be made by the licensing agency upon the facility's presentation in writing of a satisfactory alternative plan.</p> <p>(2) Where the facility can demonstrate that its residents are self-directed to the extent that they are able to plan, organize and conduct the facility's activity program themselves, this requirement may be reduced or waived by the licensing agency.</p>	T-22, §87219(e)-(f)
Resident Council and Family Council Staff Liaison	
<p>H&S §1569.157(f) Facilities shall promote resident councils as follows:</p> <p>(2) If a facility has a resident council and a licensed capacity of 16 or more, the facility shall appoint a designated staff liaison to assist the resident council, make a room available for resident council meetings, and post meeting information in a central location readily accessible to residents, relatives, and resident representatives.</p>	H&S §1569.157(f)(2)
<p>H&S §1569.158(h) If a facility has a family council and a licensed capacity of 16 or more, the facility shall appoint a designated staff liaison who shall be responsible for providing assistance to the family council and responding to written requests that result from family council meetings.</p>	H&S §1569.158(h)